



# Office of Congressman Melvin L. Watt Grant Application Letter of Support Request

*For Office Use Only:*

Received \_\_\_\_\_  
Recorded \_\_\_\_\_  
Responded \_\_\_\_\_

Thank you for contacting Congressman Mel Watt for a letter of support for a grant application to a federal agency. We are happy to offer assistance to you in support of this grant application.

In order to provide all organizations full and fair consideration, we request a MINIMUM OF TWO WEEKS ADVANCE NOTICE prior to the submission of your grant. This gives us the opportunity to provide the best type of support to your proposal appropriate to the agency you are applying with.

In order for our office to provide a meaningful letter of support, we request that you complete the following 2 steps:

### **STEP 1:**

Provide a brief (less than one page) summary of your program and why it deserves Mel's support. Draft letters containing relevant information will be accepted. In your summary, please highlight the strongest points of your application to demonstrate why your project should be selected above all others (i.e. benefits to the region, jobs created, matching funds, etc.).

*The project summary should also highlight:*

- What the project/program does and who it serves;
- Why this program is important to the community;
- Any unique features of the project, needs that are not already being met;
- List any partners who are part of the project;
- Specifically how the grant money will be used.

### **STEP 2:**

Complete the request form below.

#### **Requestor's Contact Information for letter of support:**

Organization making request:

Person making request:

Phone:

Email:

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#### **Funders Contact Information for letter of support:**

Name and title of addressee:

Agency Name:

Name of Grant:

Mailing address:

Deadline for proposal submission:

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**Grant Project/Program Information:**

Catalog of Federal Domestic Assistance (CFDA) number:

Name of your grant Project/Program:

Information should be sent to Tamara Stinson, Communications Coordinator, Office of Congressman Mel Watt, at [tamara.stinson@mail.house.gov](mailto:tamara.stinson@mail.house.gov) or by fax at (704) 344-9971. If you have questions please call (704) 344-9950.